

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF
BRINTON AND SHARRINGTON PARISH COUNCIL**

Held on Tuesday 22nd May 2025 in Sharrington Village Hall

This meeting followed the parish meeting and started at 7.30pm

Present: Cllr D Hyslop (Chair), Cllr R Hyslop, Cllr S Gray, Cllr L O’Kane
Parish Clerk – Linda Jennings

Attendance: 10 members of the public

The meeting was opened at 7.30pm by Cllr D Hyslop (Chair) who welcomed all to the meeting.

1. To elect the Chairman of the Council and to receive the Chairman’s Declaration of Acceptance of Office. Cllr S Gray nominated Cllr D Hyslop; Cllr I O’Kane seconded the nomination. All agreed and it was resolved that Cllr D Hyslop was duly elected as Chair. Cllr D Hyslop will sign the Declaration of Acceptance before the next meeting.
2. To elect the Vice Chairman of the Council and to receive the Vice-Chairman’s Declaration of Acceptance of Office. This item was deferred.
3. To Receive and Consider Apologies for Absence
Apologies were received from District Councillor Andrew Brown
4. To receive Declarations of interest and request dispensations of disclosable pecuniary interests by Councillors in any of the agenda items listed.
None received.
5. Public questions, comments, or representations on matters connected with the agenda.
Any questions had been raised at the Annual Parish Meeting.
6. To approve the minutes of the meetings held on 27th March 2025
These were proposed by Cllr S Gray, seconded by Cllr R Hyslop and were duly approved and signed by the Chair.
7. Matters arising from those minutes
 - 7.1 Filing Cabinet – on the proposition of Cllr Gray, seconded by Cllr R. Hyslop that the Parish Council accepts the terms from the Village Hall committee for storing a filing cabinet. All in favour. The Clerk will contact the Village Hall and arrange insurance cover.
 - 7.2 Co-option – The Council continues to advertise that it has three vacancies and the Parish Council welcomes applications which should be forwarded to the Clerk.
 - 7.3 Telephone Kiosk – Unfortunately the Parish Council lost its Appeal to Historic England to Grade 2 list the Telephone Kiosk. Parishioners are urged to continue making calls.
 - 7.4 The Clerk had spoken with the Monumental Mason regarding repairs. Steel rods will be inserted into the stone and when fully repaired the stone will be placed on a concrete plinth. Agreed we could proceed before the next meeting subject to cost not exceeding the budget proposal.
 - 7.5 Bench at Brinton – Following a discussion it was felt to be more cost effective to purchase a new bench which will need to be sited on new slabs. A Brinton resident agreed to hold further discussion with Friends of Brinton regarding the origins of the bench and a possible replacement. Friends of Brinton (FOB) would contact the Clerk following discussions. FOB would ensure the bench was safe for their open garden event.

8. To receive reports from County Councillor and District Councillor

Both reports have been received and duly circulated before the meeting and placed on the website.

9. To consider a request from Canham Consulting regarding Copper Beeches, The Street, Sharrington – Drainage Construction.

The Parish Council is gathering information and talking to other bodies.

10. Planning

10.1 To consider plans at the time of publishing:

10.2 To consider plans since publication of agenda:

10.2.1 PF/25/0034 – Erection of single storey rear extension to dwelling following removal of conservatory, external alterations to detached garage to facilitate conversion to home office – 1 The Street, Sharrington, NR24 2AB. The original application has now changed from the original description and amended plans received. A response has been deferred to 27th May 2025. The response will be the same as previously. Conditions should be added regarding the hedge and wall.

10.2.2 PF/25/0910 – Erection of first floor side extension – Church Farmhouse, Bale Road, Sharrington, NR24 2PF. Councillors felt that arched windows would be more in keeping with the rest of the property. Councillors have no objection in principle to the extension but comment that materials used should match existing and the windows should match existing.

10.3 To consider outcomes of planning – approved/withdrawn by the District Council:

10.3.1 Back to the Garden – the new signs are erected with the District Council stating they are the same size as the previous ones.

10.3.2 The Homestead – This is an ongoing application.

10.4 To consider any Enforcement Matters since publication of the agenda – A148 Layby – the Clerk will write to District Councillor Brown and report to the next meeting.

11. Finance and Regulatory

11.1 To agree and confirm Signatories for cheques and on-line banking. It was resolved that Cllr D Hyslop, Cllr Gray and Cllr E O’Kane continue to sign cheques. The Clerk will have ‘view’ only access to online banking for statement purposes only.

11.2 To agree and confirm Internal Audit Controller – It was resolved that Di Dann will continue to be the Internal Auditor.

11.3 To review the Parish Council’s insurance policy and approve payment of premium for 2024. The new quotation has been received, and it was proposed by Cllr S Gray, seconded by Cllr R Hyslop and resolved to continue with Zurich Municipal for 2025/2026 at the cost of £264.00.

11.4 To note that the first instalment of the Precept payment has been received of £4,000.00.

11.5 Payments for April and May 2025 were agreed by all and duly approved

1. Norfolk Association of Local Councils (NALC) Annual Subscription 2024/25 - £102.59
2. Internal Auditor – Audit and completion of AGAR - £40.00
3. Information Commissioners Office renewal - £52.00.
4. Clerks salary - £544.40
5. Payment of £11.91 to HMRC National Insurance Contributions
6. Payment of £4.95 for Notice Board key to R. Hyslop

On the proposition of Cllr R. Hyslop, seconded by Cllr S Gray resolved, the above five items are passed for payment.

12. To adopt Parish Council Policies
 - 12.1 Code of Conduct. All Councillors agreed to abide by the Code of Conduct. Councillors will review this policy.
12. To receive list of actuals against budget, balance sheet, bank reconciliation and explanation of variances, all to 22 May 2025. Resolved to accept these reports.
- 12.1 Annual Governance and Accountability Return 2024-25
 - 12.1.1 To approve Certificate of Exemption – AGAR 2023/24 Form 2
It was proposed and resolved for the Chair and RFO to sign the Certificate of Exemption and it was duly signed at the meeting.
 - 12.1.2 To receive the Annual Internal Audit Report for year ending 31st March 2025.
The audit report was duly circulated.
 - 12.1.3 To consider the assertions on, and complete, the Annual Governance Statement 2024/25.
It was proposed and resolved for the Chair and RFO to sign the Annual Governance Statement and duly signed at the meeting.
 - 12.1.4 To approve Section 2 Accounting Statements 2024/25.
It was proposed and resolved for the Chair and RFO to sign Section 2 Accounting Statements and it was duly signed at the meeting.
13. To receive a request from residents of Upper Brinton to get the speed limit reduced.
A letter had been received from a resident of Holt Road, Upper Brinton. This was discussed at the Annual Parish meeting and the Clerk will contact Highways and local Police Beat Manager.
14. To deal with any correspondence
Correspondence has been received from a Parishioner after the agenda was published. The Chair and the Clerk will respond.
15. To discuss any training requirements.
This is deferred until the Autumn in case there are any new Councillors joining. Consider a top-up course for Councillors from NPTS of any new legislation.
16. To receive items for next Agenda
 - 16.1 Planning Training
 - 16.2 Look at outstanding Policies
17. To arrange date and time of next Parish Council meeting – It was agreed that the next Parish Council meeting be held at 6.15pm on Thursday 31st July 2025.

There being no further business the meeting ended at 9.00pm

SIGNED

DATE